

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 July 1957

FROM : Chief, Administrative Training

SUBJECT: Weekly Report No. 29, 9 July - 16 July 1957

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1. [] continued to attend lectures in the CSR as it applied to lectures they are responsible for in Operations Support and Administrative Procedures on organization and tradecraft. 25X1

2. [] gave material to [] of Visual Aids for two additional charts for the Overseas Assignments' lecture. 25X1

3. [] has completed the rough draft of the Logistics' Handbook which is in the Office of Logistics this week for review. This will be completed for presentation to the Chief of the Intelligence School on 22 July. 25X1

4. [] contacted Mrs. Barrows, Department of State, for charts and organization of a sample State Department Mission abroad. This is being obtained for use in both Operations Support and Administrative Procedures. 25X1

5. [] transferred to the NEA Division of DD/P on 15 July in preparation for her assignment to [] 25X1

6. [] is on annual leave until 22 July.

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